

VACANCY NOTICE

File#10567

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Business Management Officer	CLASSIFICATION CODE: 02594200
	SALARY RANGE: (2926A) \$36089-41851	REFERENCE POSITION NO.: 5331-10000-2202*
	Department or Agency Name: TRANSPORTATION	APPLICATION PERIOD: 05/02/05-05/08/05
	Division/Section/Unit	Highway & Bridge Maintenance
	Assignment(s) / Comments: NS/NE	
	Shift and Days: M-F	Job Location: Headquarters/Warwick
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes X No	
	Name of Bargaining Unit Union: LIUNA LOCAL 1033 (EE#3326)	
	There is* X is not a Civil Service List for this position	See A/B or Both for Specific Instructions
*If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. <u>R.I. Residency Required</u>		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
Within a department, to assist a superior in the supervision of the business management services, and to be responsible for the supervision, control and direction of such services. To be responsible for assisting a superior in the preparation and presentation of the divisional budget, and to be responsible for its day-to-day execution and control. To assist a superior in the formulation of policies, plans, and objectives connected with the administration of business management services. To plan and supervise the work of the central office clerical service including the maintenance and control of centralized files and records. To prepare regular and special reports as required. To do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business administration; and Experience: Such as may have been gained through: employment in a supervisory capacity involving the operation and direction of business management services and activities. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	RIDOT /Office of Human Resources	Telephone #: 222-2572
	Two Capitol Hill, Room 214	
	Providence, RI 02903-1124	TTY/TDD #: 222-4971



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER